



# Ginnie*NET* Single Family Issuer Training

November 14, 2018

Phoenix, AZ

# AGENDA

- ❑ Overview
- ❑ Role of Enrollment Administrator and Security Officer (SO)
- ❑ User Checklist
- ❑ New User GinnieNET / GMEP Access
- ❑ Assigning Roles
  - GMEP
  - GinnieNET
- ❑ Using SecurID Token in GinnieNET

# OVERVIEW

- ❑ GinnieNET uses the SecurID Token Authentication
- ❑ Security Officers will need to perform two steps for new users who submit files in GinnieNET
  - ✓ Assign “Authorized GinnieNET Signer” Role
  - ✓ Perform “Verify Role Assignment” Check
- ❑ Security Officers assign User Role and Perform Verification Check

# ROLE OF ENROLLMENT ADMINISTRATOR AND SECURITY OFFICER

## GinnieNET

- **Enrollment Administrator**
  - Appendix III-13 Registration
  - Complete GinnieNET Role Assignments
  - Create GinnieNET User Login
  - Assign GinnieNET User Roles
  - Validate the User is on the 11702
- **Required to be listed on Form HUD-11702**

## GMEP

- **Security Officer**
  - Appendix III-29 Registration
  - Process SecurID Token Request Forms
  - Receive / Distribute SecurID Token
  - Create User Profile
  - Assign MEP Related Roles
  - Verify Role Assignments in GMEP

# GINNIE<sup>NET</sup> SECURID TOKEN USER CHECKLIST REQUIREMENTS

**In order to submit data in Ginnie<sup>NET</sup> the user must first have the following:**

- Be listed on form HUD-11702
- Have a Ginnie<sup>NET</sup> login and password ➡ **I500123**
- Have Ginnie<sup>NET</sup> role assigned
- Have GMEP login and password ➡ **I\_jwilson**
- Have an active SecurID Token
- Have SecurID Token role assigned in GMEP
- Have “Authorized Ginnie<sup>NET</sup> Signer” role assigned in GMEP
- Have completed “Verify Role Assignment” check in GMEP (user or SO may complete this task)

# NEW USER GINNIE*NET* – GMEP ACCESS

SEQ.	Requirement	Individual Action
1.	Confirm User is listed 11702	User must be listed on the 11702
2.	Request Ginnie <i>NET</i> Login and Role	User submits request to Enrollment Administrator
3.	Grant Ginnie <i>NET</i> Login and Role	Enrollment Administrator add role in Ginnie <i>NET</i>
4.	Request GMEP Login and SecurID Token	User completes Appendix III-29. User submits form to Security Officer
5.	Request Authorized Ginnie <i>NET</i> Signer Role	User completes Appendix III-29. User submits form to Security Officer
6.	Grant GMEP User ID and Role	One SO assigns role and other SO approves role assignment
7.	Request SecurID Token	User submits SecurID Token request form to SO
8.	Submit request form to Ginnie Mae Relationship Services	SO reviews, signs, and submits
9.	Receive and distribute tokens	So distributes SecurID token to users
10.	Activate SecurID Token	User obtains pin in GMEP
11.	Complete “Verify Role Assignment” check	SO or User

# USER ROLE ASSIGNMENT SCREEN

The screenshot shows the 'Enterprise Portal' for GinnieMae. The navigation bar includes 'Home', 'My Profile', 'User Administration' (which is highlighted), 'BO Reports', and 'IPMS'. Below the navigation bar is a breadcrumb trail: 'Wizard: Add New User Account : User Role Assignment'. The main content area is titled 'Assigned to Role:' and contains a list of roles with checkboxes. The roles are: SecurID Token Holder (checked), Pool Accounting User, CM Issuer Access, IOPP Issuer Access, SCRA User, RPN Issuer Access, PTS Issuer Access, MSS\_USER, MAMS Subservicer Access, Upload & Exception Feedback User, HMBS User, MAMS Participation Agent Access, GPADS User, MAMS Issuer Access, PTS Issuer Access 9000-series, and Authorized GinnieNET Signer (checked and highlighted with a red box). At the bottom of the form are two buttons: 'Previous' and 'Next'.

**GinnieMae**  
Our Guaranty Matters

**Enterprise Portal**

Home My Profile **User Administration** BO Reports IPMS


Wizard: Add New User Account : User Role Assignment

Assigned to Role:

- ☒ SecurID Token Holder
- ☐ Pool Accounting User
- ☐ CM Issuer Access
- ☐ IOPP Issuer Access
- ☐ SCRA User
- ☐ RPN Issuer Access
- ☐ PTS Issuer Access
- ☐ MSS\_USER
- ☐ MAMS Subservicer Access
- ☐ Upload & Exception Feedback User
- ☐ HMBS User
- ☐ MAMS Participation Agent Access
- ☐ GPADS User
- ☐ MAMS Issuer Access
- ☐ PTS Issuer Access 9000-series
- ☒ Authorized GinnieNET Signer

Previous Next

# USER ISSUER ASSIGNMENT SCREEN

**Enterprise Portal**

Home My Profile **User Administration** BO Reports IPMS

Wizard: Add New User Account : User Issuer Assignment

- Assigned to Issuer screen will appear after you click next
- Contains a listing of Issuer IDs and Issuer names associated with \*SO\* profile
- The User will have all the roles selected in the Role Assignment Screen for any ID selected here
- You must select the Issuer ID for which the user will perform submissions in GinnieNET

**Assigned to Issuer:**

- ☒ 1442 BANKERS GUARANTEE TITLE AND TRUST COMPANY
- ☒ 1535 FOREST CITY CAPITAL CORP.
- ☒ 1555 GUILD MORTGAGE COMPANY
- ☒ 1699 STANDARD MORTGAGE CORPORATION
- ☒ 1746 DOVENMUEHLE MORTGAGE, INC.
- ☒ 1770 MID-ISLAND MORTGAGE CORP.
- ☒ 1798 JAMES B. NUTTER & COMPANY
- ☐ 1857 BANK OF HAWAII
- ☐ 1864 SUNTRUST MORTGAGE, INC.
- ☐ 1893 FIRST ADVANTAGE BANK
- ☐ 1909 1ST SOURCE BANK
- ☐ 1940 FIDELITY BANK
- ☐ 1962 DELMAR FINANCIAL COMPANY
- ☐ 1977 PULTE MORTGAGE LLC
- ☐ 1990 MID AMERICA MORTGAGE INC
- ☐ 1997 COLONIAL SAVINGS, F.A.
- ☐ 2045 GERSHMAN INVESTMENT CORP.
- ☐ 2094 U. S. BANK, NA
- ☐ 2150 MORTGAGE CLEARING CORPORATION
- ☐ 2211 PIONEER BANK
- ☐ 2217 FIRSTBANK PUERTO RICO



# CONFIRM USER DETAILS SCREEN

- Summarizes which roles the user has for each Issuer ID
- Reflects the Issuer ID's for which the user has the roles assigned, except the authorized GinnieNET Signor Role
- Reflects the Issuer ID's for which the user has the Authorized GinnieNET Signor Role

The screenshot shows the 'Confirm User Details' screen in the Enterprise Portal. The page has a header with 'Enterprise Portal' and links for 'Help', 'Logout', and 'Contact Us'. Below the header, there are navigation links for 'Ginnietraining', 'BO Reports', and 'IPMS'. The main content area is titled 'Confirm User Details' and contains the following information:

First Name: Jaxson  
Middle Name:  
Last Name: Wilson  
Name Suffix:  
Title: Mr  
Office Phone Number: 2128152336  
Phone Ext:  
Office Email Address: jw@bymellon.com  
Salesforce User Id:  
Assigned to Roles: 

- SecurID Token Holder
- Pool Accounting User
- IOPP Issuer Access

Assigned to Roles: 

- Authorized GinnieNET Signor

Assigned to Issuers: 

- 1442 BANKERS GUARANTEE TITLE AND TRUST COMPANY
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At the bottom of the screen, there are three buttons: 'Previous', 'Submit Registration', and 'Cancel'.

# VERIFY ROLE ASSIGNMENT CHECK

- GMEP Home Screen
- Click IPMS
- Select Verify Role Assignment
- Verify Authorized GinnieNET Signor Role screen is displayed

The screenshot shows the GinnieMae Enterprise Portal interface. At the top, the GinnieMae logo and 'Our Guaranty Matters' tagline are on the left, and 'ENTERPRISE PORTAL' is on the right. Below this is a navigation bar with a home icon and the text 'VERIFY ROLE ASSIGNMENT'. The main content area has a form with 'User ID : I\_mcanaan' and 'Company ID : ' (with a dropdown arrow) and a 'Display' button. Below the form is a section titled 'VERIFY AUTHORIZED GINNINET SIGNER ROLE' with a green checkmark icon. It contains a table with two columns: 'Result' and 'Validation'.

Result	Validation
Success	Succeeded
Success	Userid is Active
Success	Securid Token Role is Active
Success	GNET Authorized Role is Active
Success	Organization is Active
Success	OrgID assignment is Active
Success	OrgID setup for GNET Authorized Role and is Active
Success	User is Authorized Signer

# USING SECURID TOKEN IN GINNIENET

## Token Authentication

### GinnieNET On The Web

SecurID Verification

#### Enter your GMEP login credentials

Please enter your GMEP ID

Please enter your GMEP Password

OK

Cancel



## Validations

- **Identity of the User**
  - GMEP login and password
  - SecurID credentials
- **Authority level of the User**
  - Cross referencing GMEPs MAMS to ensure user is listed in form HUD-11702
  - Essential that the name of the user as registered in GMEP matches the HUD-11702 listing
  - Requiring Security Office to designate user as “Authorized GinnieNET Signer”